

DEPARTMENT OF THE ARMY
U.S. Army Transportation Center
Fort Eustis, Virginia 23604-5000

27 June 1997

ATZF-CP
POLICY BRIEF
Number 690-3

Civilian Personnel
DELEGATION OF AUTHORITY TO APPROVE EXIGENCIES

STATEMENT OF POLICY:

1. Unused annual leave in excess of 240 hours is forfeited by civilian employees at the end of the leave year. Employees may have forfeited leave restored to them if the forfeiture was due to an administrative error, illness or exigency of business. Specific guidance for the restoring of forfeited annual leave is in AR 690-990-2, book 630, Subchapter 3-6b(1).
2. In general, annual leave must have been scheduled in advance with the employee subsequently being denied the opportunity to take the scheduled leave due to one of the conditions described above. Authority to approve exigencies under which leave may be restored has been delegated by the Commanding General to the Chief of Staff, Garrison Commander, Commander, 7th Transportation Group (Composite); Commander, 8th Transportation Brigade and Commander, Fort Story.

ACTION: Chief of Staff
Garrison CDR
CDR, 7th Trans Gp (Comp)
CDR, 8th Trans Bde
CDR, Fort Story

INFO: CG Policy File
TCFE Files

DISTRIBUTION:

B3, C2, D2, F3 (Plus)
2-DOIM Editorial

3. Officials with this delegated authority may not approve exigencies for employees for whom they are also leave-approving officials. In this case, exigency approval will be elevated to the next higher level.

4. This authority may not be further delegated.


5. This policy brief supersedes Policy Brief 690-3, 19 May 1995

SUPPORTING STATEMENTS:

CG, USATC letter, dated 17 December 86. Subject: Delegation of Authority to Approve Exigencies.

REFERENCE: AR 690-990-2, Book 630, Subchapter 3-6b(1).

DATE APPROVED: 7 July 1997


THOMAS C. BROWN, JR.
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Chief of Staff